

## INSTRUCTIONS

The following items are required before an award can be made to a potential bidder:

**BONDING DOCUMENTS:** If a bid guarantee is required, it must be included with your bid and in the proper amount (Usually 20 percent of the total bid price, including any options or additives). If your bid guarantee is in the form of a bid bond, the bond must be properly signed by both the bidder and surety (**BONDING DOCUMENTS INCLUDING POWER OF ATTORNEY SHOULD BEAR AN ORIGINAL SIGNATURE BY AN OFFICER OF THE SURETY**) and all required seals must be affixed. A bid guarantee is required when your bid exceeds \$100,000.00. A late bid guarantee is treated the same as a late bid.

**CENTRAL CONTRACTOR'S REGISTRATION:** All contractors are required to register in the Central Contractor's Registration (CCR) Database before an award can be made. Contractor's can obtain information on registration and annual confirmation requirements by calling 1-888-227-2423 or via the Internet at [www.ccr.gov](http://www.ccr.gov). See DFARS Clause 52.204-7004 "Required Central Contractor Registration" in the solicitation document.

**VETS 100 REPORT** – You must be in compliance with the VETS 100 reporting requirement to receive a Federal contract of \$25,000.00 or more. The Department of Labor has made available several reporting options as follows:

1. Direct entry of information on VETS 100 website at:  
  
<http://vets100.cudenver.edu>
2. Submission of an electronic file on a diskette; and
3. Submission of the VETS 100 Report in hard copy form

U.S. Department of Labor  
Veterans Employment and Training Service  
VETS 100 Report Office  
6101 Stevenson Avenue  
Alexandria, VA 22304-3540

**INFORMATION ONLY** – The Health & Safety Requirement Manual (EM 385-1-1) can be downloaded from the following web site:

<http://www.hq.usace.army.mil/soh/em385/385toc.htm>